

Instructions for completing the Balance of State CoC Coordinated Entry forms

You'll find, in the site that contained these instructions, 3 other documents:

- 1) *Coordinated Entry (CE) Vulnerability Tool*: this form gives us all the necessary information to help identify appropriate housing opportunities for applicants. Please fill in this form as completely and accurately as possible. Feel free to leave blank any questions you are uncomfortable answering. It is important to note that the more information we have, the easier it will be for us to identify an appropriate housing program for you. You can complete this form on the computer, or by hand. Providers submitting the forms on behalf of clients **MUST** complete this form on the computer.
- 2) *Consent Form*: this document allows us to send your information to an appropriate program. When a program is identified, they will then call and invite you to meet with them for a more comprehensive screening for their specific program. Please note that if we do not receive this form completed and signed, we cannot actually forward your information onto any programs. Complete the Substance Use section of the release only if you have indicated in Section 4B of the CE Vulnerability tool that you have now, or in the past had, a substance use disorder.
- 3) *Housing Preference Form*: the third and final document helps us understand what kind of housing you are in need of, and what areas you can live in. We have included a map of all of the available cities and towns for you to better decide which ones you would be willing to live in. Cities/towns not listed are outside of our service area; write-in options will not be considered. Please make sure you respond to the question about Rapid Rehousing options, as it will help connect you to such resource.

Please be sure to send **ALL** pages of **ALL** forms. The Coordinated Entry package will not be considered complete unless every form is appropriately completed and signed by the applicant.

Once you have completed your forms, you can get them back to us in either of the following ways:

- Scan and e-mail them to Karla.Sordia@state.ma.us
- Mail them to Karla Sordia
DHCD, 100 Cambridge St., Suite 300
Boston MA 02114

If you have any questions, feel free to call Karla at 617-573-1390.